



**J·N·N**  
**INSTITUTE OF  
ENGINEERING**

**Approved by A.I.C.T.E., New Delhi & Affiliated to  
Anna University, Chennai, TamilNadu**

**College Code: 1107**

**HANDBOOK ON  
CODE OF CONDUCT  
[For Students]**

**90, Ushaa Garden, Kannigaipair,  
Chennai - Periyapalayam Highway, Tamil Nadu 601102**

**Phone Number: 044 2762 9613**

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## **1. VISION AND MISSION STATEMENTS**

### **Our Vision**

Lead the transformation of Engineering and management learning experience to educate the next generation of innovators and entrepreneurs who want to make the world a better place.

### **Our Mission**

J.N.N Institute of Engineering prepares students to become exemplary innovators who recognize needs, design solutions and engage in creative enterprises for the good of the world. J.N.N Institute of Engineering is dedicated to continual discovery and development of effective learning approaches and environments and to co-evolve educational transformation with collaborators around the globe.

## **2. ABOUT OUR INSTITUTION**

J.N.N Institute of Engineering has been at the forefront imparting high quality technical education in the state of Tamil Nadu. State of the art infrastructure in all branches of Engineering, dedicated and qualified staff, highly conducive environment for teaching-learning process and a lush green campus are the hallmarks of this professionally managed Institution.

The Institution has consistently produced outstanding engineers who have excelled in their career and occupied responsible positions in some of the best-known enterprises in India. The institution is promoted by the Alamelu Ammaal educational trust formed to cherish the memory of the Chairman's mother. It is located just 25 kms away from the city of Chennai and has running routes frequented by city buses. Students, Staff members, the community and visitors alike enjoy the aesthetic view of the college with its green color shades.

The Institution has been a provider of university level education with the wider and dynamic network. It meets the demands not only to the university level education but also to the economic development of the region with wider opportunities. The location and the range of academic offerings at both UG and PG level has lifted the intake capacity regionally and nationally. The infrastructural development also portrays enrollment growth.

### **Mission Goals**

1. Equip students with skills and attributes to meet the changing global demands.
2. Design and implement highly transparent, fool-proof evaluation system.
3. Produce high quality technocrats, scientists, entrepreneurs, leaders and other professionals.
4. Develop sense of responsibility among students on ecology and environment.
5. Enhance capacity and improvement of infrastructure which can attract and facilitate the retention of the students from rural and backward areas as well as disadvantaged and marginalized social groups.
6. Deliver academic programs mainly through application-driven innovative and student centric methods using ICT.
7. Design, develop and deliver faculty talent promotion programs including the use of ICT to enhance the competence of teaching fraternity.
8. Build character and develop value orientation among students.
9. Establish linkages with various academic, industrial and other organizations to collaborate in the areas of academics, research, consultancy, training, employment and extension.
10. Undertake research in contemporary and emerging areas of national priorities and international concerns.
11. Contribute to community development through field-based research.
12. Provide training and consultancy services to various organizations.
13. Focus on Science, Engineering, Technology and management disciplines with in-built specialization.
14. Contribute to community development through extension activities.

### **3. PROFESSIONAL ETHICS AND CONDUCT**

This Code shall be applied to all kinds of conduct of students who are studying in our premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's Interests or Reputation.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
  - He/she shall be regular and must complete his/her studies in this Institution.

- In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institution subject to written consent of the Principal and Chairman.
  - As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined on a scholarship, the said grant shall be revoked.
2. The Institution believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
  3. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institution's interests and reputation substantially.
  4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion, language, disability, marital or family status, physical or mental disability, gender identity, etc. shall be viewed seriously.
  5. Intentionally damaging or destroying the Institution's property or property of other students and/or faculty members will be viewed as a misconduct.
  6. Any disruptive activity in a class room or in an event sponsored by the Institution will be viewed as a matter of indiscipline.
  7. Unable to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security guards will be viewed as a reason for temporary ban from the campus due to security reasons.

## **RULES AND REGULATIONS OF OUR INSTITUTION**

### **GENERAL**

Parents and visitors are permitted to meet their children/wards only after taking permission from the Principal. Students are expected to use courteous and polite language

with members of the staff and maintain decorum in the campus and outside. They are expected to conduct themselves in such a way, so as to bring a good name for the college wherever they are.

- College will normally work for 8 hours beginning 8.30 a.m.
- Students are required to be regular and punctual to the classes.
- Students should be seated in the lecture halls 5 minutes before the commencement of the class.
- Students should maintain perfect order and strict silence inside the lecture/drawing halls / labs / workshops at all times.
- Movement outside the classroom in between lectures should be minimum and for valid reasons only.
- Students should bring calculators every day along with drawing instruments and charts whenever needed. They should avoid borrowing them in the college from other students or try to procure them after coming to college. Observation notebooks should be brought to the laboratory classes.
- Record of experiments done in a particular class should be submitted in the next laboratory class.

#### **ACADEMIC STANDARDS:**

- A minimum of 80% attendance is expected, in each semester, necessarily to enable a student to appear in the University examination.
- Students are not allowed to take leave of absence for more than 5 days in a semester.
- Students who absent themselves without permission will be treated to have been absent for 2 days. Continuous absence from class on medical grounds will be permitted only after submission of medical certificate and letter from parent.
- Names of students who are absent continuously for more than 12 days on any account with or without permission will be struck off the rolls. They should seek readmission by paying a readmission fee.
- Internal Assessment Marks will be awarded only based on the Unit Test I, Unit Test II, Model Exam and Attendance Percentage Calculation.

#### **RESPONSIBILITIES OF THE STUDENT:**

- Be punctual and regular to college, the college gate will be closed by 8.25 A.M.
- Treat everyone, irrespective of age and position with respect and courtesy.

- Maintain a dignified code of conduct.
- Avoid using inappropriate language in the college, home and outside.
- Avoid bullying or teasing fellow students in the college or in the bus.
- Avoid fancy accessories and footwear that is not part of the dress code.
- Wear the ID card to college every day. An ID card is part of the identification in times of emergency.
- Dress in a clean, neat modest and dignified manner to the college.
- Avoid taking leave for frivolous reasons.
- Take care of your personal property and also ensure that you do not for any reason use other student's belongings without their permission or knowledge.
- Permission to leave early must be requested for by the parent or guardian only in cases of emergency. A gate pass from the office after getting permission from the HOD is compulsory.
- Mobile phones and any other electronics equipment is not permitted in the college.
- Remain honest always. Avoid any form of malpractice during tests and examinations.
- Conserve electricity. Make sure that fans and lights are switched off when not in use.
- Avoid carrying too much cash to the college. Have just enough money for emergencies.
- Parents are welcome to meet the Class advisors / HODs/Principal. Make sure they fix an appointment and meet them.
- Payment of fees is your responsibility. Remind your parents to do so on time.
- The College trains you to be disciplined and orderly, this will groom you into a responsible citizen who can take the country forward.
- We look forward to your support and cooperation in ensuring that the present generation of youngsters grow up to be responsible and disciplined adults.

#### **4. ACADEMIC INTEGRITY**

As a principal institution for advanced education and research, the Institution values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of

the Institution and its research missions, and hence, violations of academic integrity constitute a serious offence.

## **5. ANTI – RAGGING**

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary expulsion from College/Institution/University as guided by Tamil Nadu Prohibition of Ragging Act 1997 and as per the institutions of Anna University Vide UGC, New Delhi, Lr. No: F1-8/2006[CPP-II] dated 16-05-2008. If any compliance in this regard contacts the following officials. 044 – 2762 9613

## **6. SEXUAL HARASSMENT**

Sexual harassment is a gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

- Adequate counselling services for students are provided about the effects of sexual harassment.
- Workshops and Training programs are conducted at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines on a regular basis.
- Approaching the Internal Complaints Committee to deal with cases relating to Sexual harassment.

## **7. STUDENT GRIEVANCE REDRESSAL CELL**

Any student of our Institution aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at our Institution. Further, any student who is aware of any violations must report the same to the Cell. This Cell consist of committee members as appointed by the Principal. The grievance can also be registered through online link provided below and should be made within 60 days from the day of the alleged violation. The Online Complaint Grievance Cell (OCGC) shall take cognizance of the grievance and inform the Committee Squad formed to enforce this Code, in cases of any sexual harassment complaints.



The following weblink can be utilized for booking complaints regarding any acts of sexual harassment or ragging “[jnn.edugrievance.com](http://jnn.edugrievance.com)”.

## **8. STUDENTS PARTICIPATION IN GOVERNANCE**

As students are the members of the Institution, they have a substantial interest in the governance of Institution. The code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making.

Student participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institution and who are going to be enrolled in the Institution are advised to uphold the policy and inform the Institution of any violations and assist individually and collectively to improve the quality and effectiveness of this code and appended policies.

## **9. LIBRARY RULES AND REGULATIONS**

1. Complete silence is to be observed inside the central library.
2. Faculty/Students must enter their visit in the Gate Register.
3. Usage of cell phone is totally prohibited inside the library.
4. Users must keep their belongings at the “Property Counter” before entering the central library. However, they are advised not to leave valuable things like cell phones, purse etc. outside the central library.
5. Personal books, files, lab coat/apron and articles will not be allowed inside the library. The students are requested to take care of their belongings.
6. Underlining, scribbling, tearing of pages or any other type of mutilation of books, journals etc., as well as mishandling or misuse of computers will attract appropriate punishment.
7. Any book / journal that is brought out of the library without proper entry with the librarian will attract serious action.
8. Competent authority will take necessary action against the users who violate the library rules and regulations.

## **10.COMPUTER LABORATORY RULES AND REGULATIONS**

### **A. Before Entering Laboratory**

- a. Visitors are allowed to enter the lab, only when prior permission from the appropriate authorities are received.
- b. Students are required to sign the register at the time of entry and exit from the computer laboratory.
- c. Students should be dressed formally to gain entry into the lab during working hours.
- d. Wearing footwear inside the laboratory is strictly prohibited.
- e. Students shall not carry any storage devices such as CD's, Pen drive's, Hard Disk's etc., without prior permission from the authorized personnel.

### **B. Inside Laboratory**

- a. Students have to maintain silence while working in the laboratory.
- b. Students should occupy the computer systems that is provided by the Lab In charge.
- c. Internet facility is provided purely for academic purposes and knowledge acquisition. Students should not use this facility for sending unproductive, provocative emails or illegal activities.
- d. The Lab In charge or System Administrators inside the computer lab are not responsible for the loss of any personal property of the students.
- e. Mobile phones and other electronic devices are strictly prohibited inside laboratory.

## **11.CODE OF CONDUCT FOR WORKSHOP AND LABORATORY**

1. Students must report to their concerned laboratory and workshop sessions within the stipulated time.
2. Students have to wear lab coats/apron while working in the laboratory.
3. Laboratory Equipment's /Workshop Machineries /Electrical Appliances /Chemicals are to be handled with additional care.
4. Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
5. Students are requested to report to the laboratory/workshop sessions with their record notebooks and must proceed their work silently.

6. Safety shoes are necessary to operate heavy machineries and also to avoid any kind of electric shocks inside the workshops.
7. Any breakage or malfunction of equipment must be intimated to the concerned Faculty or Lab Instructor.